

HUMAN RESOURCES TECHNICIAN

DEFINITION: Under general supervision, performs work of moderate difficulty in providing specialized operational support to human resources activities, such as: employment, classification, compensation, data entry and control functions for all personnel data; processes and verifies changes to employee data and distributes output; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Reviews and verifies incoming and outgoing documentation for completeness, accuracy and compliance with established policies and procedures; performs specialized technical tasks, such as entering confidential applicant and employee information in the Human Resource System (HRS), ensuring the accuracy and completeness of all information; prepares and posts job vacancy announcements, and participates in informational presentations; creates new applicant and position files; responds to inquiries regarding status of personnel actions, and policies and procedures; may receive, verify and process documentation pertaining to disciplinary actions or grievances.

Follows established policies and procedures in processing and filing various personnel data forms; monitors and prepares necessary documents for conversion of new hires to regular status upon successful completion of probationary period, when necessary; computes service, accrual computation dates and other employment related dates to ensure employees receive proper credit for benefits as provided under established policies and procedures, and updates the HRS as needed; prepares or issues standardized referral or rejection letters and other routine correspondence; develops and maintains files, records and other documents; prepares personnel reports for departments and programs.

Enters, verifies and edits personnel data forms for classification, reclassification, pay rate changes, transfer, termination, and annual and sick leave accrual rate; assists with human resource management duties such as position classification, reclassification and qualification assessment; assists or administers examinations; maintains confidentiality of decisions, actions and recommendations; participates in special recruitment and outreach activities, such as job fairs, employee orientations and applicant consultations; may participate in the development and recommendation of operating policy and procedural improvements; uses discretionary judgment when requested to disclose confidential personnel information on applicants and/or employees.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the Navajo Nation's human resources policies and procedures.

Knowledge of various benefits options available to employees.

Knowledge of computer software, word processing, database and spreadsheet applications.

Skill in preparing a variety of records, reports and correspondence using appropriate formats.

Skill in communicating effectively, orally and in writing.

Skill in the operations of modern office equipment (e.g., word processors, photocopiers, personal computers/software).

Skill in applying judgment in the release of confidential information.

Skill in maintaining filing and records systems.

Ability to interpret and analyze informational needs, and provide technical advice and guidance on human resources actions and processes.

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Ability to enter data accurately at a speed necessary for successful job performance.
Ability to create, compose and edit written materials.
Ability to follow oral and written instructions.
Ability to analyze and resolve problems.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work is performed in an office environment and requires a minimum of physical effort with intermittent sitting, standing and walking.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and three (3) years of work experience in an office environment that includes human resources duties.

PREFERRED QUALIFICATIONS:

- Six (6) to twelve (12) months of specialized training in general office procedures.
- Progressively responsible experience working in a human resources office.
- Proficient in Microsoft Office software or other computer applications.

SPECIAL REQUIREMENTS:

- A favorable background investigation.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.